



# Lake County Community Development Applications

*2010 Funds Overview*



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## Introduction

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### *Request for Proposals for 2010 Housing and Community Development Activities*

The Community Development Division within Lake County Department of Planning, Building and Development is seeking applications for affordable housing, community development, infrastructure, homeless assistance, and other public services to be carried out during 2010.

The funding to be awarded consists of Lake County's allocation from the federal Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs.

The Lake County Community Development Commission establishes all policies and procedures, reviews all applications and recommends projects for funding to the County Board, which makes the final determination concerning the use of grant funds.

There are three separate applications:

- Housing
- Public Infrastructure Improvements
- Public Services/Homeless Assistance

Submitted proposals undergo an initial review for eligibility and completeness. Eligible proposals are then evaluated and ranked according to established ranking criteria.

All activities must be consistent with federal regulations and carry out at least one of the goals approved for the 2010 application process.

Application workshops will be held on the following dates:

- Housing.....September 11, 2009 – 10:30am
- Public Infrastructure Improvements..... September 11, 2009 – 8:30am
- Public Services/Homeless Assistance..... September 9, 2009 – 9:00am

The purpose of the workshops is to review application requirements and to address any questions or issues regarding the process.

### *Letter of Intent*

A Letter of Intent is now required for all three applications. The Letter of Intent form may be found online. The Letter of Intent is due by:

- Housing  
September 25, 2009 – 4:00pm
- Public Infrastructure Improvements  
September 25, 2009 – 4:00pm
- Public Services/Homeless Assistance  
October 9, 2009 – 4:00pm

Please fax or email completed Letters of Intent to the appropriate staff contact listed on the next page.

### *Contact Information*

If you have questions about a specific application, please contact the designated staff member listed below:

**Housing:**

Judy Gathman	847.377.2133	JGathman@lakecountyl.gov
Jennifer Miller	847.377.2152	JAMiller@lakecountyl.gov

**Public Services/Homeless Assistance:**

Joel Williams	847.377.2139	JWilliams@lakecountyl.gov
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**Public Infrastructure:**

Megan Murphy	847.377.2134	MTMurphy@lakecountyl.gov
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### *Previous Grant Awards - Initiation Requirements*

CDBG Applicants who have not initiated approved 2008 Program Year projects by this year's application submission deadline will not be considered for funding in Program Year 2010. Exceptions to this rule must be formally requested by the applicant to the Community Development Commission.

### *Deadline*

All applications must be delivered to the Community Development Division of the Lake County Department of Planning, Building and Development no later than the following deadlines:

Public Infrastructure Improvements:	October 16, 2009 – 4:00pm
HOME/CDBG Housing Fund:	October 16, 2009 – 4:00pm
Public Services/Homeless Assistance:	October 30, 2009 – 4:00pm

Hand delivery of applications is recommended. Hand delivered applications will be date stamped as "received" and a dated receipt issued to the submitter. Mailed applications must be sent registered or certified mail and must be received by the deadline. Mailed applications should be addressed to:

Lake County Department of Planning, Building and Development  
Community Development Division  
18 N. County Street, 6th Floor  
Waukegan, IL 60085

Acceptance of the application does not obligate the Community Development Commission to fund the application, nor does it guarantee that the application is complete as submitted.

### *Submission Format*

Each eligible applicant is limited to one competitively pointed application per program year, except that applicants for housing programs may submit one housing application and one other type of application.

Applicants are required to submit **one original application and five copies** (ESG applicants need one original and three copies). Application copies may be double-sided but must be left side three-hole punched. Please do not use staples. Applications must be complete when submitted. Incomplete applications will be returned to the applicant and not reviewed for funding in this program year. No changes of information or additional information will be accepted after the designated deadline unless requested by the Community Development staff for clarification purposes. Upon request, applications will be reviewed by staff prior to final submission.

### Reports and Monitoring

As a recipient of public funds, all successful applicants who sign a contract with Lake County Community Development Division will be required to fully comply with ongoing reporting and monitoring requirements. Depending on the activity funded, for subrecipients, this requirement could entail completion of detailed quarterly reports on all clients served, monthly or quarterly invoicing, programmatic and fiscal monitoring, pre-construction meetings, construction monitoring, and post-construction inspections and monitoring.

### Income Eligibility

The purpose of the federal entitlement funding is to benefit low- and moderate-income people and areas of concentration of low- and moderate-income people. Families earning less than 80% of the area median income or less are considered “low- and moderate-income.” The table below lists the current income guidelines.

	<b>1 person</b>	<b>2 person</b>	<b>3 person</b>	<b>4 person</b>	<b>5 person</b>	<b>6 person</b>	<b>7 person</b>	<b>8 person</b>
<b>Extremely Low Income 0-30%</b>	\$15,850	\$18,100	\$20,350	\$22,600	\$24,450	\$26,250	\$28,050	\$29,850
<b>Very Low Income 31-50%</b>	\$26,400	\$30,150	\$33,950	\$37,700	\$40,700	\$43,750	\$46,750	\$49,750
<b>Low Income 51-80%</b>	\$42,200	\$48,250	\$54,250	\$60,300	\$65,100	\$69,950	\$74,750	\$79,600
<b>100% Median Income</b>	\$52,833	\$60,333	\$67,833	\$75,333	\$81,500	\$87,500	\$93,500	\$99,500

\*Income limits apply to the Chicago Metropolitan Statistical Area. They are set by the U.S. Office of Management and Budget are subject to change on a periodic basis.

### National Environmental Policy Act

In order to comply with the National Environmental Policy Act (NEPA) directives, applicants shall provide complete and accurate information about environmental issues relating to their proposed activity or project. Such information will be analyzed and demonstrate a thorough investigation of possible or actual implications as a result of the proposed project. The applicant shall consider and document necessary mitigating measures to be designed or undertaken before or during the implementation of its project or activity in order to alleviate adverse impact upon the environment.

### Budget

The applicant shall provide a detailed budget describing how the federal funds, and other funds, will be expended in implementing the proposed activity. The information provided in the budget will become part of the performance-based monitoring of the subrecipient's expenditures and progress.

### DUNS Number and Central Contractor Registration

All applicants are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR). Information about this process will be presented at the application workshops

## Timeline

- *Application Workshops*
  - Housing..... September 11, 2009
  - Public Infrastructure Improvements..... September 11, 2009
  - Public Services/ Homeless Assistance..... September 9, 2009
  - Outcomes Workshop (Optional)..... October 2, 2009
- *Mandatory Letter of Intent and Checklist due:*
  - Housing  
September 25, 2009 – 4:00pm
  - Public Infrastructure Improvements  
September 25, 2009 – 4:00pm
  - Public Services/Homeless Assistance  
October 9, 2009 – 4:00pm
- *Application Due Dates:*
  - CHDO Certification  
September 30, 2009 – 4:00pm
  - Housing  
October 16, 2009 – 4:00pm
  - Public Infrastructure Improvements  
October 16, 2009 – 4:00pm
  - Public Services/Homeless Assistance  
October 30, 2009 – 4:00pm
- *Review Panel hearings of proposals*
  - December 2009
- *CDC Executive Committee makes recommendations for funding*
  - December 2009
- *Public Hearings*
  - January 20, 2010
  - February 24, 2010
- *Community Development Commission approves recommendations*
  - February 24, 2010
- *Program Year 2010 begins*
  - May 1, 2010

## Consolidated Plan Overview

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The Consolidated Plan is the document submitted to the U.S. Department of Housing and Urban Development (HUD) that outlines the plan for the use of entitlement funded grant programs from HUD. It is intended to identify the housing and community development needs of Lake County. The grant programs that are included in the Consolidated Plan are:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Shelter Grant (ESG)

The Consolidated Plan covers a period of five years. The Consolidated Plan is currently under development and will not be approved until after the application cycle, but it will cover the years 2010-2014. Therefore, the basic goal components of the Consolidated Plan have been approved for considering applications for the 2010 Program Year.

The following outlines the Goals and Priorities for each of the approved goals for the 2010 application cycle. Greater details about the goals, including the needs and strategies for each, are available on the web at <http://www.lakecountyl.gov/Planning/CommunityDevelopment/ConPlan.htm>

### 1.0 - Housing

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#### 1.1 Fair Housing

**Five-Year Measurable Goal:**

1,000 Lake County residents will receive education, advice, or remediation of their fair housing issue or complaint.

**Priority:**

HIGH – All Lake County

#### 1.2 Rehabilitation

**Five-Year Measurable Goal:**

Low and moderate-income households (including seniors, persons with disabilities, and other special needs populations) will benefit from the preservation of Lake County's existing housing stock through the rehabilitation of 250 affordable rental or ownership housing units throughout Lake County.

**Priority:**

HIGH – Lake County

HIGH – City of North Chicago

HIGH – City of Waukegan

### **1.3 New Construction**

#### **Five-Year Measurable Goal:**

Low and moderate-income households (including seniors, persons with disabilities, and other special needs populations) will benefit from the construction of new Lake County housing stock through 250 affordable rental or ownership housing units throughout Lake County.

#### **Priority:**

MEDIUM – Lake County

MEDIUM – City of North Chicago

MEDIUM – City of Waukegan

### **1.4 Homebuyer Assistance**

#### **Five-Year Measurable Goal:**

400 low and moderate-income households (including seniors, persons with disabilities, and other special needs populations) will purchase and/or maintain ownership of their own Lake County home, utilizing first-time homebuyer assistance along with the provision of pre- and post-purchase education and counseling, including a foreclosure prevention component, that helps to ensure successful and responsible homeownership and long-term housing stability.

#### **Priority:**

MEDIUM – All Lake County

## **2.0 - Homeless Assistance**

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### **2.1 Emergency Shelter**

#### **Five-Year Measurable Goal:**

An average of 150 emergency shelter beds will be available every night to homeless persons.

**Priority:** HIGH

### **2.2 Permanent Supportive Housing**

#### **Five-Year Measurable Goal:**

Develop 40 more units of permanent supportive housing, 25 of which will be reserved for the chronically homeless.

**Priority:** HIGH

### **2.3 Rapid Re-Housing**

#### **Five-Year Measurable Goal:**

30 households will be rapidly re-housed with supportive services provided.

**Priority:** HIGH

### **2.4 Transitional Housing**

#### **Five-Year Measurable Goal:**

An average of 250 transitional housing beds will be available every night to homeless persons.

**Priority:** HIGH for programs serving exclusively special populations; MEDIUM for all others



## **2.5 Homelessness Prevention**

### **Five-Year Measurable Goal:**

250 households will receive services preventing their becoming homeless.

**Priority:** HIGH for legal service programs; MEDIUM for all others

## **2.6 Supportive Services for the Homeless**

### **Five-Year Measurable Goal:**

Lake County will have a sufficient level of high quality supportive services to assist homeless/formerly homeless individuals and families to succeed on their own.

**Priority:** MEDIUM

## **3.1 - Public Infrastructure Improvements**

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### **3.1.1 Roadway Improvements**

#### **Five-Year Measurable Goal:**

The number of low/moderate income residents that will benefit from the roadway improvements will be 5000.

**Priority:** HIGH

### **3.1.2 Water Supply System Improvements**

#### **Five-Year Measurable Goal:**

The number of low/moderate income residents that will benefit from newly extended or improved access to water supply services will be 2250.

**Priority:** HIGH

### **3.1.3 Sanitary Sewer System Improvements**

#### **Five-Year Measurable Goal:**

The number of low/moderate income residents that will benefit from newly extended or improved access to sanitary sewer services will be 2750.

**Priority:** HIGH

### **3.1.4 Drainage System Improvements**

#### **Five-Year Measurable Objective:**

The number of low/moderate income residents that will benefit from improvement to stormwater management systems, including storm sewers, detention and retention facilities, repetitively flooded property buyouts, and other flood control infrastructure will be 750.

**Priority:** HIGH

## 3.2 & 3.3 - Public Services

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### 3.2.1 Basic Food & Nutrition Needs

**Five-Year Measurable Goal:**

The basic food and nutrition needs of 100,000 low- and moderate-income residents of Lake County will be served.

**Priority:** HIGH

### 3.2.2 Basic Health Needs

**Five-Year Measurable Goal:**

The basic health needs of 15,000 low- and moderate-income residents of Lake County will be served.

**Priority:** HIGH

### 3.3.1 Security of Employment

**Five-Year Measurable Goal:**

The employment needs of 625 low- and moderate-income residents of Lake County will be served.

**Priority:** HIGH

### 3.3.2 Access to Services

**Five-Year Measurable Goal:**

625 low- and moderate-income residents of Lake County will receive needed access to services.

**Priority:** HIGH

### 3.3.3 Security of Family & Social Stability

**Five-Year Measurable Goal:**

The family and/or social stability needs of 2,700 low- and moderate-income residents of Lake County will be served.

**Priority:** HIGH

### 3.3.4 Behavioral Health

**Five-Year Measurable Goal:**

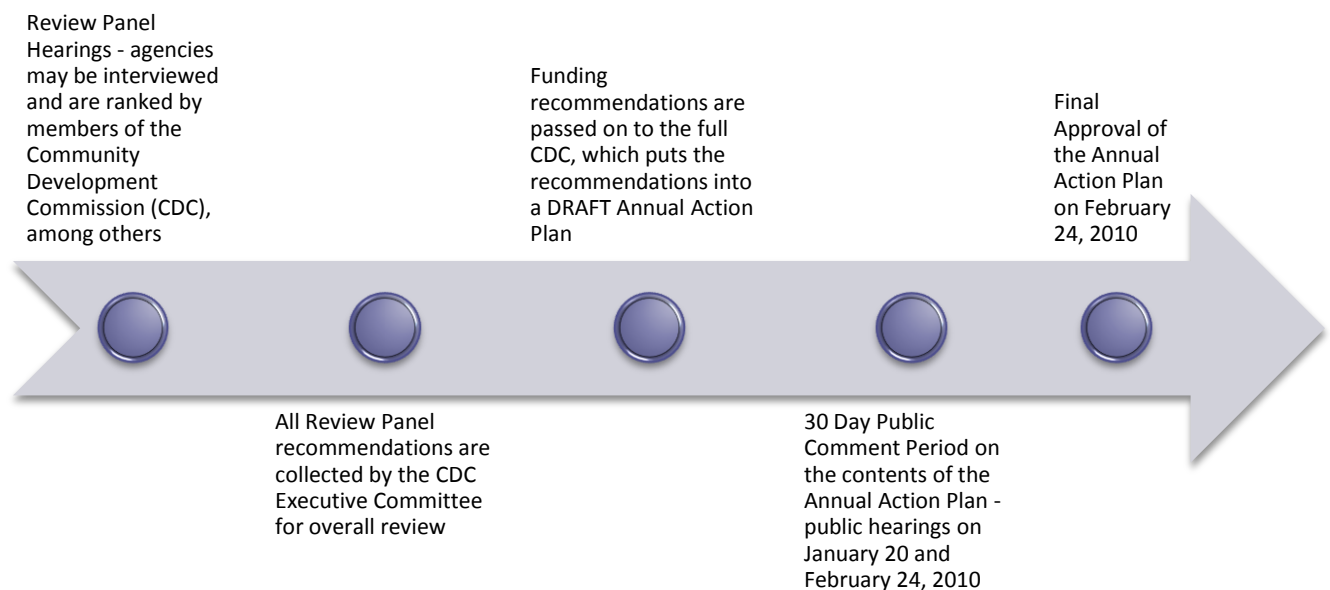
The behavioral health needs of 10,000 low- and moderate-income residents of Lake County will be served.

**Priority:** HIGH

## Application Review Process

Eligible applicants for Lake County Community Development funding will be reviewed by a Review Panel composed of members of the Community Development Commission, Affordable Housing Commission, and Advisory Planning Group, dependent on the type of application.

Review Panel recommendations for funding will then be forwarded to the Community Development Commission's Executive Committee for review for compliance and recommendation to the full Community Development Commission. Two public hearings will then take place, at which the public may comment on the recommended agencies for funding.



## Appeals Process

A project applicant not initially recommended for funding by the Community Development Commission Executive Committee may express their opinions on the matter by presentation to the full Community Development Commission. Applicants will be limited to five (5) minutes in which to address the Commission. It is strongly recommended that the presentation be delivered at the first Public Hearing on the DRAFT 2010 Annual Action Plan in order to allow the CDC sufficient time to consider additional public comment. Applicants may also submit written comments to: Community Development Commission Chairperson, Lake County Planning, Building, & Development, 18 North County Street – 6th Floor, Waukegan, IL 60085.

After the first public hearing, the CDC will review and consider all public comment. A response to each appellant will be drafted, and will be voted on by the CDC at the second Public Hearing on February 24, 2010.

## Scoring Criteria

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### Housing

**1. Consolidated Plan Priority Level (0 - 10 pts)**

- Low (0 pts)
- Medium (5 pts)
- High (10 pts)

**2. Project / Program Location Relative to Area Median Income (0 - 10 pts)**

- ≤ 80% of County Median Income or no specific site/area identified (0 pts)
- 81% - 100% of County Median Income (5 pts)
- >100% of County Median Income (10 pts)

**3. # of Units Proposed (0 - 15 pts)**

- 4 or less units (0 pts)
- 5 - 10 units (10 pts)
- 11 or more units (15 pts)

**4. Project Readiness and Feasibility (0 - 20 pts)**

- Extent to which the program/project is feasible over time based on reasonable costs and/or projected rate of return (10 pts)
- 25% of project funds committed/secured (5 pts)
- Documented site control (3 pts)
- Appropriate zoning (1 pt)
- Environmental review (1 pt)

**5. Applicant Capacity (0 - 10 pts)**

- Staffing & experience conducting similar activity (5 pts)
- Past performance (5 pts)

**6. Program Design (0 - 30 pts)**

- Project located in close proximity to public transit - i.e. allowing easier access to available jobs (6 pts)
- Project incorporates environmental sustainability practices through energy efficiency improvements that will reduce long-term operating costs (6 pts)
- Project provides housing for larger families, as indicated by number of bedrooms (6 pts)
- Project encourages and supports the provision of education and counseling that helps ensure long-term housing stability (6 pts)
- Exceeds minimum affordability requirements (6 pts)

**7. Loan Vs Grant Requested (0 - 5 pts)**

- Applicant requests grant (0 pts)
- Applicant requests loan (5 pts)

**8. Timely Expenditure of Past Grant Funds (Minus (0 - -15 pts))\***

- Applicant has unspent PY2008 Housing or AHP funds (MINUS (-) 5 points)
- Applicant has unspent PY2007 Housing or AHP funds (MINUS (-) 10 points)
- \*Applicants holding unspent PY2006 or prior funds will not be recommended for funding in PY2010.

## Public Infrastructure Improvements

**1. Degree to which activity addresses community needs impacting low- and moderate-income people (20-50 points)**

**a) Community Economic Status (10-25 points)**

- 80% or less of County median income - 25 points
- 81%-90% of County median income - 20 points
- 91%-100% of County median income - 15 points
- 101% or more of County median income - 10points

**b) % of LMI households directly benefiting from the project (10-25 points)**

- 80% or more of benefiting households are LMI - 25 points
- 65%-79% of benefiting households are LMI - 20 points
- 51%-64% of benefiting households are LMI - 15 points
- 35.6%-50% of benefiting households are LMI - 10 points

**2. Applicant's capacity and experience in administering an activity in an efficient and timely manner or in overseeing the administration of the activity (0-25 points)**

- Staffing and experience conducting a similar activity (**0-5 points**)
- Past performance (**0-10 points**)
- Readiness to proceed (**0-10 points**)

**3. Degree to which funds are leveraged with other resources (5-25 points)**

- 36%-50% of total project costs offered by applicant (**25 points**)
- 21%-35% of total project costs offered by applicant (**15 points**)
- 20% of total project costs offered by applicant (**5 points**)

## Public Services/Homeless Assistance

### *Community Impact*

**Community Need (0-30 Points)** – Review panelists will score this category based upon the overall impact that the proposed program will have in addressing a community development need identified in the Consolidated Plan. Reviewers will consider the extent to which the proposed program is needed in the community by considering other known similar programs in the community, the actual number of people to be served, and the impact if the program were not funded.

**Lake County Impact (0-30 Points)** – An objective formula will be used to determine all 30 points of the score in this category. It is based on the percentage of Lake County entitlement client and the difference between that percentage and the percentage of the budget request. A reminder that Lake County is able to fund programs that serve Waukegan and North Chicago clients as well, but its emphasis will be placed on clients served in the Lake County entitlement area.

**Outcomes (0-15 Points)** – The review panelists will score this section based upon how well the outcomes are written for the proposed program. The application should include client-based outcomes that identify benefits or changes for individuals or populations as a direct result of participating in the proposed program. Outcomes should be focused, measurable, meaningful, specific, attainable, and identify a change in the clients' knowledge, attitudes, values, skills, behaviors, and/or condition. The strategies, mechanisms for measurement, target dates and rationale should also be clear and understandable. The long-term effects should reflect a general benefit to the community, in line with what is stated in the Con Plan goals.

### *Program Quality*

**Program Design (0-40 Points)** – The review panelists will score this section based upon how well the program is expected to efficiently and effectively accomplish its proposed program outcomes. The reviewer may consider whether the program follows a proven model, whether the design seems reasonable, and whether the program has sufficiently prepared to overcome obstacles.

The reviewer will also evaluate the level to which the program is able to collaborate with other agencies in the community. Stronger programs share their resources with others and similarly benefit from collaboration as well.

The reviewer will also consider how well the program is able to follow-up with their clients' progress, assess their levels of satisfaction and provide adequate referrals if further intervention is needed. Programs should be prepared to prevent further escalation of clients' problems.

**Staffing and Facilities (0-20 Points)** – The reviewer will score this section based upon the program management and the institutional knowledge of the agency and program by considering: the staff levels of experience and training, availability in full-time positions; and the staff turnover. The reviewer will consider how well the agency is equipped to run the program successfully and how well secured their location is.

### *Agency Capacity*

**Past Performance (0-25 Points)** – An objective formula will be used to score 10 points in this category for previously funded applicants. The formula will take into account quarterly report submission and achievement of proposed outcomes. The reviewer will score the remaining 15 points in this section based upon the overall history of the program and agency in successfully achieving their outcomes and effectively providing services. The reviewer will assess the program's readiness and capacity to undertake the proposed activity.

The reviewer will also consider staff reports regarding the agency's ability to successfully complete its application. If the agency has been funded in the past, reviewers will also take into account the performance in completing quarterly reports and vouchers in a correct, consistent and timely manner.

**Fiscal Management (0-20 Points)** – An objective formula will be used for 10 points in this category based on the grant request as a percentage of the total budget. The reviewer will score the remaining 10 points in this section based upon their assessment of the audit report and the Budgets and Financial Assessments for both the Agency and Program sections. Reviewers will evaluate the diversity and resilience of the various funding sources that support the agency and program and note the ratio of administrative and fund raising costs to total expenses.

**Sustainability (0-20 Points)** – The reviewer will score this section based upon whether it seems that there are sufficient resources for the program to complete its objectives within the program year. The reviewer will assess the organizational and fiscal viability of the program and agency in the near future.

## Definitions

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### *Affordable Housing*

HUD's general rule of thumb considers housing to be affordable when a household pays no more than 35% of its adjusted gross income towards its housing costs – PITI (principal, interest, taxes and insurance) or contract rent plus utilities.

### *Affordable Housing Commission (AHC)*

The Affordable Housing Commission (AHC) is the advisory board to the Lake County Consortium regarding housing issues and the HOME/CDBG Housing Fund. The Commission is comprised of 17 (minimum) / 25 (maximum) representatives from the County Board, municipal governments, housing developers, financial institutions and realtors. Members of the Commission assist the CDC Review Panels in recommending housing projects through the Annual Action Plan process. The term of the Affordable Housing Commission has been extended to December 11, 2011.

### *Annual Action Plan*

The Annual Action Plan details how Lake County and the Cities of North Chicago and Waukegan will allocate the following federally funded programs: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Shelter Grant (ESG) programs, whose activities operate from May 1st to April 30th. The Annual Action Plan also includes the most recent Continuum of Care awards received by Lake County. These community development investments, as specifically identified projects in the Annual Action Plan, will assist Consortium members to address the priority goals identified in the 2010–2014 Consolidated Plan.

### *Community Development Block Grant (CDBG) Program*

The CDBG Program is a HUD-administered program that provides funds for community development activities including, but not limited to, public infrastructure improvements, housing activities, economic development and job training programs, and public service activities.

### *Community Development Commission (CDC)*

The review panel for Lake County's CDBG Program and the Consortium's HOME and ESG Programs. This panel is comprised of interested citizens who help conduct public meetings and hearings, review applications for funding, conduct interviews with representatives of applicant agencies and make recommendations for funding to the County Board. Representatives of this panel include 5 municipal Mayors/Village Presidents, 5 County Board members, and 5 local residents appointed by the County Chair with approval of the County Board.



### *Community Development Commission - Executive Committee (CDC-Exec)*

Executive Committee for the Community Development Commission, composed of five members (including the CDC Chairman and Vice-Chairman), that performs the following duties:

- Review recommendations regarding the allocation of funds and make recommendations to the full Commission regarding such matters.
- Develop program policies and procedures to provide guidance in the delivery of program services.
- Hear appeals of any decisions made by the staff or Commission in regard to its programs or policies and make recommendations to the Commission regarding such matters.
- Formulate strategies and programs which will further the goals of the Commission and comply with present and future regulations and recommend their acceptance to the full Commission.

### *Community Housing Development Organization (CHDO)*

A community-based non-profit agency, which develops affordable housing as a principal function and is certified as a CHDO by the participating jurisdiction in accordance with HUD HOME program regulations

#### *CHDO Operating Funds*

HOME funds that may be awarded to assist CHDO's with their HOME program-related operating costs. Up to 5% of HOME annual entitlement funds may be used for CHDO operations.

#### *CHDO Reserve/Reservation Funds*

HOME funds that may be awarded to assist CHDO's with their HOME program-related project costs. At least 15% of HOME annual entitlement funds must be used for CHDO projects.

### *Consolidated Application*

A consolidated application for public services and economic development activities is used for Lake County CDBG and ESG project requests, North Chicago CDBG project requests, Waukegan CDBG project requests, and project requests through the United Way of Lake County. This provides for an application and review process through a standardized single application process. A common housing application is used for the HOME/CDBG Housing Fund. A third application packet is available for Lake County public facilities/infrastructure activities.

### *Consolidated Plan (aka the Five-Year Plan or Con Plan)*

The Consolidated Plan is a countywide plan that identifies community development needs, goals, outcomes, and strategies for federally funded Lake County Consortium entitlement governments. These priority goals are used to distribute annual funds to encourage and support the development of viable communities that benefit low- and moderate-income residents. The Plan incorporates integrated goals and strategies for Lake County and the Cities of North Chicago and Waukegan.

### *Consortium (aka Lake County Consortium)*

Under the HOME Program, a group of local governments who have agreed to jointly apply for HOME funds as a single-entity, in order to qualify for HOME entitlement funds. In the case of Lake County, the Consortium consists of Lake County (including the unincorporated area of the County and all CDBG urban county participating municipalities) and the Cities of North Chicago and Waukegan.

### *Emergency Shelter Grants (ESG) Program*

The ESG Program is a HUD administered program that provides funds for the rehabilitation, renovation, or conversion of emergency/transitional shelters and for maintenance and operation costs, essential services, and homeless prevention activities for homeless individuals and families. The ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter and transitional housing, as well as assisting their movement to independent living.

### *Entitlement*

(1) As a funding source --- grant funds specifically authorized for a specific program use. The CDBG, HOME, ADDI, and ESG grant funds, awarded to Lake County, are commonly called entitlement funds, as are the CDBG funds awarded to the cities of North Chicago and Waukegan.

(2) As an entitlement jurisdiction --- any metropolitan city or urban county receiving grants on a regular basis from any federal source. Lake County and the Cities of North Chicago and Waukegan are entitlement jurisdictions for the CDBG Program. The Lake County Consortium (consisting of Lake County and the Cities of North Chicago and Waukegan) is an entitlement jurisdiction for the HOME and ESG Programs.

### *Fair Housing*

Based on legislation first enacted in 1968 and expanded by amendments in 1974 and 1988, which provides the HUD Secretary with investigation and enforcement responsibilities for fair housing practices. Prohibits discrimination in housing and lending based on race, color, religion, sex, national origin, disability, or familial status. All HUD-funded agencies are required to comply with fair housing provisions and incorporate fair housing practices in local programs.

### *Home Investment Partnerships (HOME) Program*

The HOME Program is a HUD administered program that provides funds for down payment and/or closing cost assistance for homebuyers, the construction or rehabilitation of single- or multi-family housing units along with other types of housing assistance, principally for low- and moderate-income residents or for special needs housing.

### *HOME/CDBG Housing Fund*

A fund consisting of HOME and CDBG monies that have been specifically designated for housing activities, and for which a separate HOME/CDBG application packet has been developed.

### *Homeless Management Information System (HMIS)*

A computer system shared among participating homeless service providers that holds a searchable database of housing and supportive services and collects uniform information about clients and their needs, service plans, and services provided. The system allows for joint service planning between agencies, automated referrals, and the ability to print a variety of agency and community-wide reports. The system streamlines client services, improves coordination between agencies, and provides information to calculate the size, characteristics, and needs of the homeless population and helps track how effectively clients move through the Continuum of Care.

### *Letter of Intent*

Mandatory document for all funded programs that briefly identifies a project description and its eligibility requirements. Staff review and comment on this “letter” assists the applicant to ensure that their project request is adequately described and appropriate to the needs of the County’s Consolidated Plan and the Action Plan process.

### *Leverage*

Funds that grant recipients are required to contribute to a project. The minimum amount of the total project cost required to be provided by the applicant from non-federal sources varies by program: for example, 20% is the minimum for CDBG projects and 50% is the minimum for ESG projects.

### *Match*

The funds (public or private) that HOME project sponsors are required to contribute to a project. The match from all sources must equal at least 25% of the HOME entitlement grant expended on housing projects.

### *Participating Jurisdiction (PJ)*

Under the HOME program, a unit of government that has been designated by HUD to be a recipient of HOME funds. For Lake County, the participating jurisdiction is the Lake County Consortium (consisting of Lake County and the Cities of North Chicago and Waukegan).

### *Period of Affordability*

Homeownership and rental housing projects funded with HOME are required to remain affordable for a period ranging from five to twenty years, depending upon the type of housing activity and amount of HOME dollars per unit expended. Affordability is secured through deed restrictions and/or land use restriction agreements, which are recorded with Lake County.

### *Program Year (PY)*

For most of the HUD-funded Programs, the timeframe for CDBG, HOME, and ESG grant operations extending from May 1st through April 30th of each year.

### *Project Sponsor*

Under the HOME Program, the project sponsor is an entity (which can be either a for-profit or non-profit organization) selected to carry out a housing project under contract with a participating jurisdiction.

### *Subrecipient*

Under the CDBG, Hand ESG Programs, a subrecipient (also known as a subgrantee) is a public agency or non-profit organization that is allocated funds by Lake County to carry out an activity under one of those programs.

### *U.S. Department of Housing and Urban Development (HUD)*

Federal entity that provides CDBG, HOME, ESG, SHP, S+C, and CoC funds to Lake County, the Lake County Consortium, and the Cities of North Chicago and Waukegan.

## Internet Links

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*Note - most application materials can be found at:*

<http://www.lakecountyil.gov/Planning/CommunityDevelopment/ApplicationsReporting.htm>. The following are direct links to the listed documents.

### Instructions

- 2010 Funds Overview (*pertains to all programs*)  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Funds\\_Overview.pdf](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Funds_Overview.pdf)
- Housing  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Program\\_Guidelines.pdf](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Program_Guidelines.pdf)  
*Also included within Application*
- Public Infrastructure  
*Included within Application*
- Public Services/Homeless Assistance  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Consolidated\\_App\\_Instructions.pdf](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Consolidated_App_Instructions.pdf)

### Letter of Intent

- Housing  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Housing\\_LOI.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Housing_LOI.doc)
- Public Infrastructure  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/PI\\_LOI.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/PI_LOI.doc)
- Public Services/Homeless Assistance  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Consolidated\\_Application\\_LOI.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Consolidated_Application_LOI.doc)

### Application

- CHDO Certification  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/CHDO\\_Certification\\_Application.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/CHDO_Certification_Application.doc)
- Housing  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Housing\\_Application.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Housing_Application.doc)
- Public Infrastructure  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/PI\\_Application.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/PI_Application.doc)
- Public Services/Homeless Assistance  
[http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Consolidated\\_Application.doc](http://www.LakeCountyIL.gov/Planning/CommunityDevelopment/Documents/Applications/2010/Consolidated_Application.doc)

### More Information

- Consolidated Plan  
<http://www.lakecountyil.gov/Planning/CommunityDevelopment/ConPlan.htm>
- Housing  
<http://www.lakecountyil.gov/Planning/CommunityDevelopment/Housing.htm>
- Public Infrastructure  
<http://www.lakecountyil.gov/Planning/CommunityDevelopment/Infrastructure.htm>
- Public Services  
<http://www.lakecountyil.gov/Planning/CommunityDevelopment/PublicServices.htm>
- Homeless Assistance  
<http://www.lakecountyil.gov/Planning/CommunityDevelopment/Homeless.htm>